

**Fort Frances Public Library and Technology Centre  
Board Minutes  
September 20<sup>th</sup>, 2017**

The meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, September 20<sup>th</sup>, 2017 at 3:30 P.M. in the Shaw Community Hub

**Board members in attendance:** Robert Schulz, Sheri De Gagné, Kerry Zucchiatti, Andrew Hallikas

**Staff:** CEO/Secretary-Treasurer - Caroline Goulding, Manager Community Services – Jason Kabel

**Regrets:** Ken Perry, June Caul, Robin Dennis

1. **Declaration of Conflict of Interest** - There were no conflicts of interest.
2. **Call for Non-Agenda Items**

5.l. Caroline G.'s OPLG Council Appointment

MOTION#2017-46: Robert S. moved to accept the agenda of September 20<sup>th</sup>, 2017 as amended. Seconded by Kerry Z. **Carried.**

3. **Minutes of the Meeting**

MOTION#2017-47: Kerry Z. moved to accept the minutes of June 21<sup>st</sup>, 2017. Seconded by Robert S. **Carried.**

4. **Business Arising from Minutes**

- Item 5.b.: Caroline will investigate lighting options which are consistent with our current lighting and avoid potential vandalism.
- Item 5.e.: The Board Chair and CEO presented the Annual Report to the Fort Frances Town Council

5. **Items for Action/Discussion**

- a. **Library Finance Discussion**

1. **Library Financial Statement – August 2017**

- OLS-N Rebate is received in January of each year for the previous year's expenses
- Caroline G. has requested a printout of the 71540 – Equipment Rentals (Owned) line
- Room rentals are down but used books sales are up
- Office Supplies are lower comparatively, but will likely increase

MOTION#2017-48: Robert S. moved to accept the financial report to the end of August 2017. Seconded by Kerry Z. **Carried.**

**b. CEO Report**

- Caroline will follow up with Alicia regarding the Cooperative Administrative fees

**i. Circulation**

Circulation continues to be down compared to last year however it is up compared to the start of this year. It is most notably up for those collections where staff have made efforts to increase circulation.

**ii. Power Consumption Update**

Power consumption is now just below 2014 consumption rates. The maintenance staff have begun replacing lightbulbs and consumption should fall even further.

**iii. Summer Programs**

Summer programs went very well, highlights included the adult crafting workshops, Teddy Bear Picnic, and two Science North Visits. We also performed outreach activities in Alberton.

**iv. Summer Incidents**

Staff have had to handle a number of incidents involving patrons. Staff are now allowed to take sick days as mental health days if they have had an altercation with a patron. Caroline G. will continue to monitor these incidents and report back to the Board

MOTION#2017-49: Robert S. moved that the Fort Frances Library Board direct the CEO to authorize I.T. to update the Video Surveillance system to a maximum of \$2,500. Seconded by Sheri D. **Carried.**

**v. OLS-N Visit**

Steven Kraus will be visiting the Library for a strategic planning exercise on Thursday, October 26<sup>th</sup>.

**vi. OLS-N Awards of Excellence**

The Library has been awarded an OLS-N Award of Excellence, we will be presented with a plaque next week at the OLS-N Conference. A press release will be made once we have received the Award.

**vii. Donation Request**

The Board decided to not accept a donation of a taxidermy eagle.

**viii. Yard Work Party – OPLW**

A yard party will be held during Ontario Public Library Week (Oct. 15-21). Once the date is confirmed the Board will be emailed the details.

**ix. 10 Year Anniversary Card Redesign Contest**

The Board supported the launch of a re-design contest in order to commemorate 10 years in the new building

**c. Strategic Plan Update**

- “Meet Emerging Needs”
  - “Seek opportunities for embedding staff in community organizations and events” – Staff have been invited to join the Youth Programming Committee
  - “Explore the community’s service requirements” –Survey
  - “Continuously seek feedback from the community to determine the Library’s impact in the community” - Survey
- “Develop Services”
  - “Analyze and evaluate strengths and weaknesses of existing services” – Survey is the first step towards this analysis

**d. Accreditation Update**

- The Retention and Disposal Schedule is complete
- A large weed of the children’s collection was performed and we commissioned a new report from JASI. Both of these activities help prepare us to perform an in-depth review of our collection
- A new edition of the OPLG will be launched this Fall. Board members can attend a webinar on Wednesday, November 15<sup>th</sup> at 1pm regarding the new addition

**e. Memorial Garden**

- A professional landscaper will be consulted to draft ideas for a possible space which will then come to the Board for approval before quotes are sought for the project.

**f. Storage Shed**

- The Chief Building Official is working on a plan for the shed, Jason K. will follow up with him regarding the Town’s procurement policy.
- Jason K. advised that once the Board has approved a design it should go to the Community Services Executive who would then bring it to Council.

**g. Student Wages Report**

MOTION#2017-50: Kerry Z. moved that the Fort Frances Public Library Board adopt the same payment schedule for student wages as the Town of Fort Frances. Seconded by Robert S. **Carried.**

**h. Reciprocal Borrowing Agreement**

- The Board will consider proof of payment an International Falls Library Card, Caroline G. will follow up with their Library to confirm the same is acceptable for our members seeking a card at their Library.

**i. Employee Handbook – Breaks**

- Caroline G. is working on an Employee Handbook and will be including a list of the breaks that staff members are eligible for based on shift length.

**j. Policy Update**

- Three policies have been reviewed and edited versions are available on the website: HR-10, HR-11, and OP-17. The Town is reviewing their Accessibility Policy. The next policy meeting will be on October 10<sup>th</sup> at 4pm, where we will discuss HR-01, HR-02, HR-03, OP-05, and a Records Retention Policy.

**l. Teen Gaming Centre & OP-01**

Children shall be allowed in the Teen Gaming Centre.

Board Members will brainstorm possible ways of recognizing staff members who have gone above and beyond.

**k. OLBA Membership & Board Education Session**

- The Board's membership in OLBA has expired. OLBA is an advocacy and development organization for public library boards. The Board will renew their membership.

**l. Caroline G.'s OPLG Council Appointment**

- Caroline G. has been appointed as the Northern Small Libraries Representative on the OPLG Council.

MOTION#2017-51: Robert S. moved that the Fort Frances Public Library Board congratulate and support Caroline Goulding, CEO, in her appointment as Northern Small Libraries Representative on the OPLG Council and authorize her to utilize such time as required to fulfill her duties. Seconded by Kerry Z. **Carried.**

**m. Next Meeting Date**

Wednesday, October 18<sup>th</sup>, 2017 at 3:30pm in the Shaw Community Hub

## **6. Information Items**

### **a. Annual Survey Submission**

The Annual Survey has been submitted

### **b. Connectivity, Improving Library Digital Services, and ServiceOntario Grants**

These three grants have either newly launched or re-launched.

A regulation interpretation was recently sent out by the Ministry, advisors may interpret "Computer Software" from PLA Regulation 976 to include Internet & Wi-Fi as being services that must be offered for free.

## **7. Adjournment – 5:17pm**

MOTION#2017-52: Kerry Z. moved that this meeting of the Library Board be now closed.

Seconded by Robert S.

**Carried.**